

To serve a business, an association, or a city, county, or public entity in small claims court, you must serve the *right* person and write the *exact* name of the business and the person to be served. Use this form to make sure you serve correctly, and follow the instructions on Form SC-104, *Proof of Service*.

	Sole Proprietorship (Only 1 owner)	Partnership	Landlord	City, County, or Public Entity	State of California or State Agency	Corporation or Association	Limited Liability Company (LLC), Limited Liability Partnership (LLP) or Limited Partnership (LP)	Unknown Business Type
Serve:	The owner	If you are suing a partnership , serve one of the partners. If you are suing a partnership and the partners, serve each partner.	The property owner <i>(If you can't find the owner, read Civil Code, §§ 1962–1962.7 or talk to the Small Claims Advisor to see if you can serve the manager.)</i>	City or county clerk, chief officer or director of public entity, or agent authorized to accept service <i>Note:</i> <ul style="list-style-type: none">Before you sue, you must first file a claim with the public entity.You cannot sue a federal agency in small claims court.	Agent authorized to accept service	Agent for service listed with Secretary of State or any corporate officer (president, vice-president, secretary), chief executive officer (CEO), or general manager	Agent for service listed with Secretary of State To serve a limited partnership, you can also serve the general partner.	Someone who seems to be in charge of the business during normal business hours
Write on your Proof of Service form:	Business name Owner's name and job title	Partnership name Name of partner, general manager, or agent for service and job title	Business name (if there is one) Owner's name and job title	Name of city, county, or public entity Name of city clerk, county clerk, chief officer, or agent for service and job title	Name of the agency you are suing, name of agent for service	Corporation name Name of corporate officer or agent for service and job title	Company or partnership name Name of agent or partner for service, and job title	Business name, form unknown Owner's name and job title <i>(if you know it)</i>
Check that you have the exact names of the owner and business with:	<ul style="list-style-type: none">County Clerk—Recorder's Office (Ask to see the fictitious business name statement.) <i>Your county's Web site may have this information. Check: www.csac.counties.org.</i>City Clerk's Office (Ask to see the business license. <i>Your city's Web site may have this information.</i>)		County Tax Collector	Call the city or county clerk. (See the Government pages of your phone book.) California Secretary of State Web site: www.ss.ca.gov/executive Search under "California Roster."	California Attorney General's Office Call: 1-800-952-5225	California Secretary of State Web site: www.ss.ca.gov/business Search under Corporation, LP and LLC. Or call: 916-657-5448 OR County Clerk—Recorder's Office (Ask to see the fictitious business name statement. <i>Your county's Web site may have this information.</i>) OR City Clerk's Office (Ask to see the business license). <i>Your city's Web site may have this information.</i>	Try the other resources listed on this page to see if they know more about the business's organization type, such as corporation or sole proprietorship.	



Need help?

Your county's Small Claims Advisor can help for free.

Or go to "County-Specific Court Information" at:
www.courtinfo.ca.gov/selfhelp/smallclaims